



NORTHWEST POWER NORTHWEST VALUES

*****ATTENTION*****

Bonneville Power Administration (BPA) is evolving our application process over the next several months to improve efficiency and effectiveness.

PLEASE READ THIS ANNOUNCEMENT IN ITS ENTIRETY. Be advised that the requested information in this job posting varies from previous announcements and from Merit Promotion announcements (for current or former federal employees).

*****BEGINNING NOVEMBER 1, 2010*****

Job Title & Series: Human Resources Assistant (Information Systems), GS-203	Job Announcement Number: 8661-11-DE
Grade & Salary Range: GS-06: \$36,799 - \$47,837 GS-07: \$40,894 - \$53,166 <i>The full performance level of this position is GS-09.</i> <i>This position may be filled at the GS-06 or GS-07 level.</i>	Opens: 01/19/11 Closes: 02/02/11 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
Benefits: BPA offers a comprehensive benefits package. http://www.jobs.bpa.gov/Benefits/	
Organization: Human Capital Management, Internal Operations (NHO)	Location: Portland, OR
Type of Position: This is a Permanent position with a full-time work schedule.	
Anticipated number of positions to be filled: More than one position may be filled.	

ELIGIBILITY:

All United States citizens are eligible to apply.

NOTE: Current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under Merit Promotion procedures: 8662-11 You must submit separate and complete application packages for each announcement for which you would like to be considered.

ABOUT BPA:

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

JOB SUMMARY & MAJOR DUTIES:

The Human Resources Assistant (Information Systems) position is located in the Human Capital Management, Internal Operations organization of the Bonneville Power Administration. This position is responsible for processing personnel actions and Human Resources automation. The group administers orientation for new employees, counseling, and assistance on the full range of employee benefits and retirement, personnel action processing, and official personnel record keeping services.

The incumbent:

- Ensures the accuracy and integrity of the automated personnel/payroll, supplemental tracking systems and employee personnel files through proper coding, processing and follow-up of a full range and variety of personnel/payroll actions
- Determines appropriate codes and supporting documentation for each personnel action request to include nature of action, authority, regulatory requirements, salary, benefits, entitlements, investigations, etc
- Independently inputs data and resolves data discrepancies in the HR and payroll system
- Reviews and verifies employment records of new and current employees to ensure accurate determination and documentation of service time, veteran's preference eligibility, pay setting, benefits, and related BPA programs
- Tracks suspense dates, such as time limited actions, probationary periods, etc., and ensure notices are issued for timely follow up
- Responds to inquiries from managers, employees, and the public on a variety of Human Resources questions, referring more complex questions to the appropriate resource

The HCM Internal Operations organization is responsible for the design of easy-to-use automated and manual processes that provide back-office operational support to strategic partnering, expert services and transactional functions. It coordinates and collaborates with Information Technology and provides oversight and strategic management of HCM automation and HCM internal operational management (e.g. property management) in accordance with Agency policy.

MINIMUM QUALIFICATIONS:

SPECIALIZED EXPERIENCE

(GS-6)

- Experience using established procedures to apply human resources laws, rules, and regulations; and
- Experience inputting data into an automated Human Resources management information system.

(GS-7)

- Experience applying human resources law, rules, and regulations to personnel-related actions for hourly, annual, or supplemental labor employees; and
- Experience inputting and retrieving data using an automated human resource management information system.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application that you have a minimum of **one year** of the specialized experience requirement described above. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will also be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. We must be able to determine that you possess the following KSAs. Clearly articulating your experience possessing this knowledge, performing these skills or demonstrating these abilities is critical to determining your qualifications for this position. For information on how to complete KSAs, please go to http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

From your application packet, we must be able to determine that you have direct experience meeting the following knowledge, skills and abilities (KSAs):

1. **Knowledge of human resources rules, regulations, policies, and procedures as they apply in complex hourly and annual personnel actions.** (Describe your experience working with human resources programs, interpreting and applying rules, regulations, and directives sufficient to provide human resources advice and assistance. (e.g. personnel action processing, pay setting, tenure and probationary period determinations, veteran's preference, benefits coverage, retirement calculations, etc) Provide specific examples of the different personnel actions you completed and the guidance used.)
2. **Ability to use automated human resources management information systems.** (Describe your experience using an automated human resource management information system to process personnel related actions. Please include the types of actions processed and for what group(s) of employees (e.g. annual, hourly, supplemental labor, etc.)
3. **Ability to work effectively and independently on several projects simultaneously sufficient to complete assignments and meet short deadlines.** (Describe your experience independently setting goals, meeting schedules, analyzing problems, and proposing solutions to improve work processes.)
4. **Ability to communicate both orally and in writing sufficient to relay technical human resource information to managers, supervisors, employees and/or job applicants.** (Describe your experience orally communicating technical information; include the type of information, setting, and audience (meeting, conference, one-on-one, etc...) Describe your experience in written communication; include types of written documents you have prepared (e.g. letters, memorandum, SOPs, implementing instructions.)

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. Under existing OPM regulations, current Federal employees transferring from another department or agency who have successfully passed this level (or higher) personnel investigation will not be subject to re-investigation under OPM suitability regulations. Further, employees with unescorted access to facilities, systems, and equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the bulk electric system, or have access to critical cyber assets that are essential to the reliable operation of the bulk electric system will be required to undergo a Special Agency Check every seven years, thereafter (or sooner if for cause.)

APPLICATION PACKAGE CHECKLIST:

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. (The Optional Application for Federal Employment (OF-612) can be found at <http://www.usajobs.opm.gov/of612.asp>.)

Applications must include the following information:

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- Country of citizenship
- High school attended which includes name of high school and location.
- Employment history [Unpaid experience (internships, volunteer work, etc.) related to the position may also be included]. Include job title (include series and grade if position was Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indicate if we may contact your current supervisor.
- A list of other job-related training, skills (i.e., languages, tools, machinery, typing speed, etc.), certificates and licenses, recognition, professional memberships, publications, leadership activities, etc.

- ☐ Grade Information: You must indicate on your application the grade level(s) for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

☐ **VETERANS:** To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.

☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form (located at the end of this announcement, or may be downloaded at http://jobs.bpa.gov/How_To_Apply/forms.cfm).

If your application package does not provide all the information requested in the vacancy announcement, you may lose consideration. Material received after the closing date will not be accepted.

HOW TO SUBMIT YOUR APPLICATION:

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to jobs@bpa.gov with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149.
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

After You Apply:

You will be notified via email of receipt of your application package. This will also explain our process in more detail. Applicants should retain a copy of their application as BPA does not return applications or provide copies. For more information, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Upon receipt of your complete application package, a review of your application materials will occur to ensure you meet the specialized experience (minimum qualification) requirements. Your application materials will then be reviewed against the knowledge, skills and abilities listed above to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT. If all materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

ADDITIONAL INFORMATION:

VETERANS	Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. To review eligibility requirements for 5-point and 10-point veterans preference, along with complete information on employment of veterans, please refer to the OPM VetGuide: http://opm.gov/staffingPortal/Vetguide.asp
CAREER TRANSITION ASSISTANCE PROGRAM/ INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP)	<p>Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well qualified' for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable</p> <p>Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. <u>Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.</u></p> <p>For additional information please refer to http://www.opm.gov/ctap/.</p>
BENEFITS	Information on BPA benefits can be found at: http://www.jobs.bpa.gov/Benefits/
EQUAL EMPLOYMENT OPPORTUNITY	The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
REASONABLE ACCOMMODATION	Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
LEGAL AND REGULATORY GUIDANCE	<p>Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p>Signature - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p>False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p>Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at: https://www.sss.gov/RegVer/wfVerification.aspx</p>
FORMS AVAILABILITY	All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at http://www.jobs.bpa.gov .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number

Position Title, Series, Grade

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION

Approved by Forms Mgmt.
06/10/2010

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	4. Are you a U.S. Citizen? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

6. SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

- 13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).
- 15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).
- 16. Total deafness in both ears, with understandable speech.
- 17. Total deafness in both ears, and unable to speak clearly.
- 22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).
- 24. Blind in one eye
- 25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

- | | | | |
|---|-------------|--|-------------|
| 27. One hand | 28. One arm | 29. One foot | 32. One leg |
| 33. Both hands or arms | | 34. Both feet or legs | |
| 35. One hand or arm <u>and</u> one foot or leg | | 36. One hand or arm <u>and</u> both feet or legs | |
| 37. Both hands or arms <u>and</u> one foot or leg | | 38. Missing both hands or arms <u>and</u> both feet or legs. | |

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

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|-----------------------|----------------------|--|----------------------|
| 44. One or both hands | 45. One or both feet | 46. One or both arms | 47. one or both legs |
| 48. Hip or pelvis | 49. Back | 57. Any combination of two or more parts of the body | |

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- | | | | |
|--|---|-----------------------|----------------|
| 61. One hand | 62. One arm, any part | 63. One leg, any part | 64. Both hands |
| 65. Both legs, any part | 66. Both arms, any part | | |
| 67. One side of the body, including one arm and one leg. | 68. Three or more major parts of the body (arms and legs) | | |

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION

Approved by Forms Mgmt.
06/10/2010

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

7. COMPLETE PARALYSIS *(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)*

- | | | | |
|--|-----------------------|---|----------------------|
| 70. One hand | 71. Both hands | 72. One arm | 73. Both arms |
| 74. One leg | 75. Both legs | 76. Lower half of body, including legs | |
| 77. One side of body, including one arm and one leg | | | |
| 78. Three or more major parts of body (arms and legs) | | | |

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity *(History of heart problems with complete recovery.)*

- 81.** Heart disease with restriction or limitation of activity
- 82.** Convulsive disorder *(e.g. epilepsy)*
- 83.** Blood disease *(e.g. sickle cell anemia, leukemia, hemophilia)*
- 84.** Diabetes
- 86.** Pulmonary or respiratory disorders *(e.g. tuberculosis, emphysema, asthma)*
- 87.** Kidney dysfunctioning *(e.g. if dialysis [Use of an artificial kidney machine is required])*
- 88.** Cancer *(a history of cancer with complete recovery)*
- 89.** Cancer *(undergoing surgical and/or medical treatment)*
- 90.** Mental retardation *(Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.)*
- 91.** Mental or emotional illness *(A history of treatment for mental or emotional problems.)*
- 92.** Severe distortion of limbs and/or spine *(e.g. dwarfism, severe distortion of the back)*
- 93.** Disfigurement of face, hands, or feet *(e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])*
- 94.** Learning disability *(A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.)*

06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? *(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)*

☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.